



## ***Open Recruitment***

### **PRINCIPAL ENVIRONMENTAL PLANNER Approx. \$83,105 - \$101,015 Annual Salary**

**Open: August 28, 2006    Close: September 18, 2006**

The Bay Area Air Quality Management District is currently recruiting for the position of Principal Environmental Planner in the Grant Programs Section of the Outreach and Incentives Division. There is currently one (1) vacancy. This is a full-time represented position.

Under direction, the Principal Environmental Planner participates in the most complex grant program activities and performs related work as assigned. This class provides high-level professional environmental planning services in support of the District's goals and objectives. Incumbents are responsible for handling difficult and/or innovative planning activities for the District, and providing project leadership for developing and implementing grant programs.

#### **EXAMPLES OF DUTIES FOR THIS POSITION**

- **Coordinates or provides a lead role in implementing current, and developing new, grant and incentive programs.**
- **Leads and participates in the preparation, review and editing of grant and incentive programs documents, and recommendation of grant awards, policies and guidelines; provides leadership for difficult, sensitive, innovative or critical projects.**
- **Coordinates and participates in administrative and technical activities necessary to achieve grant and incentive program objectives; monitors adherence to the terms and conditions of grants and incentives, including the use of funds and related expenditures. Monitors and evaluates legislation and other governmental actions relating to air quality and grant and incentive programs; collects and organizes data for reporting purposes and to assess program effectiveness.**
- Represents the District and responds to inquiries of a sensitive or controversial nature from a variety of government officials, consultants, community organizations and the public related to grant program issues.
- Analyzes issues, prepares reports and recommendations relative to grant and incentive programs, and related issues; provides input into mobile and stationary sources impact on air quality.
- Interfaces and confers with personnel from other divisions and local, state and federal agencies in coordinating work and activities; meets with community organizations and other groups to encourage cooperative action or resolve problems.

#### **MINIMUM QUALIFICATIONS**

Equivalent to graduation from a college or university with a graduate degree in regional, urban or environmental planning or a closely related field and four years of professional environmental planning experience. Additional relevant experience may substitute for the graduate degree.

(Additional information on reverse-side – Also visit [www.baaqmd.gov](http://www.baaqmd.gov))

### **OTHER REQUIREMENTS**

Must possess a valid California Driver's License and meet the automobile insurability requirements of the District. Must be willing to attend meetings outside of regular working hours.

### **HOW TO APPLY**

Interested individuals must submit a completed BAAQMD application along with their responses to the supplemental application questions no later than **5:00 p.m. on Monday, September 18, 2006**. For an application packet, visit our website at [www.baaqmd.gov](http://www.baaqmd.gov) or contact the Human Resources Office at (415) 749-4980. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

### **SELECTION CRITERIA**

Selection *may* be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview *may* be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 100%.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate as determined by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or fewer bargaining unit employees.

The District *may* hire from this recruitment process to fill future vacancies occurring within the next 18 months.

### **SALARY AND BENEFITS**

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District-paid family medical option
- ✓ 100% District-paid family dental
- ✓ 100% District-paid vision
- ✓ 100% District-paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District-paid retirement (2% @ 55 formula)
- ✓ Transit subsidy up to \$175 per month
- ✓ Money Purchase Pension Plan (401a)
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 36 hours of floating holiday per year
- ✓ 13 paid holidays

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980. EOE